

Meeting Minutes
Admission & Records Functional User Group
Tuesday, September 2, 2008

Attending:

BSC: Karla Gabriel
DSU: Steve Glasser
MiSU: Rebecca Porter, Deb, & Kristen
MiSU-B: Luann Soland
NDSCS: Aggie Fettig
UND: Debi Melby
VCSU: Charlene Stenson
LRSC: Stephanie Shock
MaSU: Jacquie Moore
Grad Schools: Linda Baeza
WSC: Keith Dawson
NDSU: Merideth Sherlin
HECN: Mary Bergstrom, Gar Narum, Ralph Tinjum

I. Old Business

None to report

II. New Business

Debi went over the DR for Race/Ethnicity. A lot of discussion took place between FUG members and HECN regarding naming of fields, storing of the information and data table configuration. It was recommended that we ask the registrar's to provide us with more information on exactly what the DOE needed for IPED's reporting. This will help us to write a more complete and specific DR. Currently, all of the institutions represented at the meeting have the two part question on their institutions hard copy and/or on line applications. During our discussion Luann sent us some information regarding Race/Ethnicity she found on the IPEDS website. The link is provided below.

http://nces.ed.gov/IPEDS/news_room/ana_Changes_to_10_25_2007_169.asp

Ralph provided an update concerning letter generation and queries. There is concern that some of the letters being requested are not all being generated due to the query not looking at the number of letters. Mention of queries 54_ADM and/or 84_CC was discussed by Ralph who stated these two reports are essentially the same. Please keep in mind the queries may not produce the same number of letters. In 9.0 there are some changes involving process instance equaling zero. This is different than 8.0 and may have resulted in a code within a line being deleted or overlooked. Ralph will work with the testing group (Merideth, Lacey and Aggie.)

Merideth asked the group if others were experiencing difficulties using the Service Indicator function within PS. It was explained by Ralph and Mary that the effective date (including future dates) of the hold is what triggers the function to be active. In addition, the student will not see the hold until that date. There was some confusion as to this being the only issue.

Karla did report issues and she will send those to Ralph. Merideth will do more testing and provide an update at the next meeting.

A question followed by some discussion came up on the verification process for on line applications. Brandy will send Gar an EMPL number of a student she is having difficulties in being able to register. There seems to be something not working with ID numbers and security profiles being created so the student can register. A member asked HECN to explain the difference between EMPL ID and User ID. It was explained that EMPL ID equals student number and that USER ID is what allows the student to login to the system and that is why a W was added and is needed for the portal (an EMPL and a USER ID) are two separate things as explained by Mary.

Gar mentioned that on line applications and national ID is not coming over. Mary asked for Gar to provide us with an updates as they occur with this issue.

Merideth asked for an update concerning email address and bounce back as it does not seem as if we are getting any bounce backs like we did in the past. Mary reported that campuses are having discussion on default email addresses and a DR is forth coming to the Campus Community group.

A discussion regarding the on line system application took place. Charlene, Stephanie, and Karla are going to work together to give information on making the on line application work. Currently, students are experiencing difficulties with completing the on line application. For example: last school attended not working in all cases, being timed out and the larger issue of not being able to sign in to do campus connection and receive password. It was determined that we would add a standing committee who would work on issues surrounding the on line application.

CRM Update

Merideth mentioned the possibility of more pilot groups being announced and she will continue to provide us with updates.

A discussion took place concerning the use of windows 2007. Merideth will follow up to the whole group this week on her findings of how to use windows 2007 with letter generation as some institution are ready to move toward windows 2007.

It was reported that there was no movement toward a fall NDHUG conference as last mentioned in the CAC meeting. Discussion of a spring ND HUG may occur.

Please provide Merideth with any agenda items for the next meeting on Tuesday, October 7.

Congratulations from all to Lacey who had a baby boy on August 20th. His name is Tucker.

Adjourned 2:24pm

Submitted by: Debi Melby